The Societas Trust:
Ellison Primary Academy

Health and Safety Policy

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1. Introduction and Legal Framework

This Health and Safety Policy demonstrates The Societas Trust's and its academies ("The Trust") duty of care to employees and non-employees (visitors, contractors, pupils, governors, trustees/directors) by ensuring that the activities and services are provided in such a way as to not expose them to risk.

The Directors' Board of The Societas Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health, Safety and Work etc Act 1974 and other statutory legislation and national guidance included but not limited to the following:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- Guidance on Infection Control in Schools and other childcare settings issued by the Public Health Agency
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- DfE (2014) Health and Safety; advice on legal duties and powers
- DfE (2015) Health and Safety for School Children
- DfE (2019) Keeping Children Safe in Education
- DfE (2022) Health and Safety: responsibilities and duties for Schools
- DfE (2017) Safe Storage and Disposal of Hazardous Materials and Chemicals
- HSE 'Schools and Education'
- HSE (2024) Sensible Health and Safety Management in Schools
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Health and Safety (First Aid) Regulations 1981
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- The Human Medicines (Amendment) Regulations 2017
- DfE (2015) 'Supporting Pupils at school with medical conditions'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'
- DfE (2022) 'First aid in schools, early years and colleges''
- DfE (2018) 'Automated external defibrillators'

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

2. Health & Safety Policy Statement

In compliance with the above legislation the Directors' Board and Academy Local Governing Board, in consultation with the headteacher, will therefore ensure so far as is reasonably practicable that:

- There is Trust wide familiarity with the requirements of the above legislation and codes of practice
- they create a management structure responsible for health and safety in the Academy where the headteacher can set the direction for effective health and safety management
- they appoint a designated competent person as Health and Safety Officer to ensure that the Academy meets its health and safety obligations
- the headteacher will ensure the Health and Safety Officer is responsible for investigating accidents/incidents and amend the risk assessments as required
- the Health and Safety officer is the designated contact with the LA, HSE and other statutory authorities
- there is a detailed and enforceable policy for health and safety which is implemented by all
- all places and premises where staff and pupils are required to work and engage in Academy activities are maintained in a condition which is safe and without risk to health; (This includes the health and safety of persons on Academy premises i.e. visitors or those taking part in Academy activities elsewhere.)
- risks are identified relating to possible accidents and injuries and systems are in place to ensure they are dealt with sensibly, responsibly and proportionately
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- appropriate safe systems of work exist and are maintained
- where necessary, protective equipment and clothing are provided with the appropriate guidance and instruction for use
- there are safe means of exit and entry for all site users
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- a health and safety culture is demonstrated promoting continuous improvement
- a healthy working environment is maintained including adequate welfare facilities
- adequate resources are available to address health and safety issues, so far as is reasonably practicable
- this policy is monitored and reviewed to ensure effectiveness on an annual basis and that any changes necessary are implemented.

3. Organisation Roles and Responsibility

Overall responsibility for health and safety in each Academy rests with the Trust. Ellison Primary Academy recognises that it is a requirement for there to be an appointed Competent Person who specializes in Health and Safety, and therefore the services of Worknest have been secured to fulfil this role. The organisation and arrangements which support the H&S Policy at each Academy (day to day management of Health &

Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Board). There is a suitably qualified/trained Health and Safety Link Governor at each Academy
and staff who are appointed as Health and Safety Representatives are suitably trained. Headteachers must make arrangements for ensuring the implementation of the health and safety policies and ensure that staff and children understand their own health and safety responsibilities.
The health and safety officer will:

- Assist with the creation and implementation of this policy
- Be responsible for investigating accidents and incidents to understand causes and amend risk assessments as required
- Be alongside the headteacher the designated contact with third parties eg Worknest, LA and HSE where necessary
- Support staff with any concerns regarding health and safety
- Identify hazards by conducting risk assessments

Premises / Site Managers will

1. To maintain an understanding of premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each site;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;

16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Equans Services as a result of a maintenance contact visit.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others, who may be affected by what they do at work
- Co-operate with their employers on health and safety matters
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- Carry out their work in accordance with training and instructions
- Inform the headteacher/caretaker within school of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Familiarize themselves with the Health and Safety Policy and aspects of their work related to health and safety
- Avoid any conduct with puts themselves or others at risk
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to rules, routines and procedures in place
- Ensure that all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated health and safety officer
- Take an interest in health and safety matters, and suggest any changes that they feel appropriate
- Make suggestions as to how the school can reduce risk of injuries, illnesses and accidents
- Exercise good standards of housekeeping and cleanliness

Pupils will:

- Be encouraged to exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to instructions given by staff in an emergency
- Observe the health and safety rules of the school
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety

The Trust, its academies, and staff therein strive to take an active approach towards monitoring the following systems prior to accidents, ill health and incidents taking place.

Specific Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our academies to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

4. Academy Security

Maintaining a high level of security throughout the Academy is paramount. The Academy gates are opened 10 minutes before the beginning of the day and the end of the day and are closed and locked within 10 minutes of the bell going at the beginning and end of the day. All exterior doors must remain locked throughout the day unless there are children out on the playground, who are supervised by an adult/adults. All visitors must enter the Academy through the main entrance. It is a safeguarding requirement that all visitors must sign in and be given a visitor Academy badge upon entry. They will be escorted to the person/classroom they are visiting and must be accompanied at all times unless it is known that they are DBS cleared. They must sign out and return the badge upon leaving the building. Under no circumstance must unauthorised members of staff give the staff entry number to any other person. The staff entrance key pad number is changed on an annual basis unless deemed necessary to complete before.

All employees and others who have substantial access to children will have completed the Disclosure and Barring Service Checks in line with the government guidelines.

If any member of staff has concerns or have encountered an unidentified individual they should report it immediately to the site supervisor, business manager or headteacher verbally or in writing

Management of Violence and Aggression
All staff must use the appropriate form to report all incidents of aggression, verbal and physical violence and hand this in to the headteacher or the home school link worker. A number of staff have received physical intervention training. Staff will be offered support following a violent incident

5. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.
Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school

- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.

- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury
First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

6. Academy Trips/ Off-Site Activities

Mrs J. Dawson is the educational visit co-ordinator, (supported by the Deputy head of school and academy business manager). The Academy uses EVOLVE for the monitoring of all educational visits. It is the responsibility of the visit leader to complete the information required within EVOLVE for all educational visits, any staff member not familiar with the EVOLVE system must seek support from the EVC of EVC support.

The headteacher must ensure that the educational visits coordinator receives all training necessary to carry out the role and that they risk assessments are completed by staff leading day trips or residential stays.

The current requirements are for the team leader to complete an application for the approval of an educational visits outline permission form, prior to confirmation of the trip. These forms can be obtained from the main Academy office. Once the forms have been completed, they need to be returned to the headteacher for approval.

For emergency arrangements the visit leader must ensure that they leave a contact telephone number in the main Academy office on the day of travel and also take the Academy mobile telephone. Parental notification and consent must be obtained for every child that is to engage with the visit. The visit leader must ensure that first aid provision is taken on the trip which includes a first aider and first aid equipment. Any pupil identified as having a medical need must have an assigned adult who will take

their required medication with them and be responsible for their care on the visit. The Visit leader must ensure they have access to parent contact details.

If a member of staff has volunteered to drive staff or pupils to an activity / visit, the visit leader must ensure that the driver has completed a driver declaration form, has insurance, tax and MOT and submit this information with all other forms (staff must never accompany children on their own). These forms are also available from the Academy office.

7. Accident Reporting, Recording & Investigation

The headteacher, SLT or health & safety co-ordinator should be notified, they will also report incidents to the Health and Safety team at WorknestEquans and advise the HSE if required. Forms are used to record all details. The headteacher, SLT, H&S co-ordinator or H&S advisor may undertake investigations. This should comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

7.1 Recording incidents

All incident, injuries, diseases, dangerous occurrences and near-misses, whether they are reportable or not are recorded. These records can be kept in any format; however, an accident book is the easiest method. In order to comply with the GDPR Data Protection Act, accident records containing personal details should be kept confidential.
All accidents are investigated and the outcomes are recorded. Accidents and Incidents will be reviewed by the Premises Manager, Health and Safety Representative and Health and Safety Governor on a termly basis, however depending on the seriousness, governors may need to be advised immediately. After an accident investigation takes place a risk assessment will be carried out to ensure corrective measures have been implemented to prevent a reoccurrence.

The health and safety representative will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimize the reoccurrence of any incident/illness/

7.2 Types of Incidents

Most incidents that occur during PE lessons or sports activities arise out of the normal “rough and tumble” of the game. According to the HSE, these incidents are only reportable if:

- The incident results in the death of the person, and arose out of or in connection with a work activity
- The injury arose out of or in connection with a work activity AND the person is taken directly from the scene of the accident to hospital for treatment

(examinations and diagnostic tests do not constitute treatment) e.g. if a student is tackled during a football lesson and falls and fractures their wrist, as long as the lesson was adequately supervised and no faults were found with the condition or the equipment or premises, the incident would not be reportable. If a student runs into a pothole on the pitch and falls and fractures their wrist, this would be reportable.

- if a student is injured following an incident but they either remain at the Academy, go home or are absent from the Academy following the incident, it does not meet the criteria above and is therefore NOT reportable.

In their Incident Reporting in School's information sheet, the HSE describes "Out of or in connection with a work activity" as the following:

a) A failure in the way a work activity was organised e.g. inadequate supervision of a field trip
b) The way equipment or substances were used e.g. lifts, machinery, experiments etc.
c) The condition of the premises e.g. poorly maintained or slippery floors

There is a designated person who is responsible for recording and reporting accidents. It is their responsibility to investigate the incident to see what the underlying cause might have been.

Academy Trips Abroad

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 only apply to incidents that occur in Great Britain. While you ought to record the incident and may have to report it to other authorities, overseas incidents need not be reported to the HSE.

Incidents involving Staff

When incidents involve members of staff, how to know if it is reportable?
The HSE sets out different criteria for what constitutes a reportable incident when it involves "people at work". Reportable incidents include
a) Accidents which result in death or a specified injury
or
b) Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days)

6.3. Specified injuries - The Academy will report the following without delay:

- Fractures, other than to fingers, thumbs and toes;
- Amputations of an arm, hand, finger, thumb, leg or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing
- Damage to the brain or internal organs;
    - Serious burns (including scalding), which:
    - Cover more than 10% of the body; or
    - Cause significant damage to the eyes, respiratory system or other vital organs

    - Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Incidents which result in the injured person being unable to continue their normal work for more than seven days must be reported to the HSE within 15 days of the incident occurring.

6.4 Reportable diseases (considered reportable by the HSE include):

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- *Eg. As an employer, if you have received a written confirmation of diagnosis from a doctor stating that your employee has a reportable disease that is related to occupational exposure, you have a responsibility to report this to the HSE.*

If an act of physical violence takes place between students, this would not be reportable as it has not arisen out of or in connection with a work activity.
If a violent act is committed against a member of your staff, either by a colleague, student or member of the public, it would only be reportable if it results in a death, specified injury or over 7-day injury.
Any act of physical violence should be recorded in your accident book, even if it is not reportable.

6.5 Reportable Occurrences

- The collapse, overturning or failure of any load bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipework
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Electrical short circuit or overload resulting in fire or explosion
- Unintentional explosion, misfire, or failure of demolition to cause the intended collapse, protection of material beyond a site boundary or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- Any sudden, uncontrolled release in a building of flammable liquid or liquid above boiling point.
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings

- Skin diseases including but not limited to, occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including but not limited to occupational asthma asbestosis, mesothelioma
- Infections including but not limited to leptospirosis, hepatitis, anthrax, tetanus and legionella
- Other conditions such as occupational cancers, certain musculoskeletal disorders, hard, arm vibration syndrome.

The health and safety officer, representative will assess whether the incident requires reporting to the Incident Control Centre (ICC) (Part of the HSE) and will complete the online report www.hse.gov.uk/riddor/report
Fatal and specified injuries may only be reported using 0845 300 9923 (8.30am – 5.00pm)

8. Asbestos

The headteacher is responsible for Asbestos Record System Manual; Asbestos Register and Asbestos Management Plan (AMP); this manual is kept in the school office. All staff should familiarise themselves with the location of any asbestos in school. A notice is on display in the main entrance for all contractors and others such as site supervisors etc. All contractors must have sight of manual prior to starting any work on the premises. Instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/site supervisor/ business manager and checking and completing the manual. Staff should report damage to asbestos materials to the site supervisor or caretaker as soon as it is noticed. Periodic visual checks of visible asbestos areas will be undertaken by the site supervisor / caretaker. Relevant employees will have attended Asbestos Awareness Training.

In accordance with HSE Guidance an annual asbestos management survey is completed to highlight the asbestos containing materials and location on the Academy premises and the associated risks, whether they have been disturbed etc. The survey should detail how the risks will be managed, remedial work and periodic checks and control measures. It is done by a United Kingdom Accreditation Service accredited surveying organisation.

9. Construction/Maintenance of the Premises

Any construction work or maintenance is undertaken in accordance with The Construction (Design and Management) (CDM) Regulations 2015. The headteacher must ensure that all construction and maintenance projects will have a principal designer and contractor appointed. The premises manager/headteacher will liaise with the contractor to identify if the scope of the project means that it should be notified to the HSE (Last longer than 30 working days (includes weekends and bank holidays or any day in which work is carried out, have more than 20 workers working

at any one time, exceed 500 person days).
The Academy should notify the HSE, or ensure that the Contractor or Surveyor notifies the HSE.

The carrying out of building, civil engineering or engineering construction work includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, dismantling or demolition of a structure
- The preparation of an intended structure, including site clearance, exploration, investigation and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion
- The installation commission, maintenance repair or removal of mechanical, electrical, gas, compressed, hydraulic, telecommunications or similar services which are normally fixed within or to a structure
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which immediately before such disassembly formed a structure
- The removal of a structure, of any product or waste resulting from dismantling of a structure or disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The principal designer and principal contractor are provided with a client brief/CDM pre-construction information at the earliest opportunity to contain relevant information which as a minimum should include:

- What the Academy wants built or maintained
- The site and existing structures
- Hazards such as asbestos
- Timescales and budget for the build
- How the Academy expects the project to be managed and any temporary arrangements that will need to be put into place
- The appointments of the principal contractor and designer
- Welfare arrangements
- Details of the nearest A and E Department
- The Principal Designer and Contractor will draw up a construction phase plan, which explains how health and safety risks will be managed
- The principal designer will document how the Academy will manage risks associated with any future maintenance, repair, construction or demolition work
- Roles Functions and responsibilities of project team are clearly defined in writing – project plan
- Sufficient time and resources are allocated and effective mechanisms in place to ensure co-operation, communication and co-ordination across all parties
- Contractor makes arrangements for the welfare facilities of the workers prior to commencement of project
- At end of Project on site file made available to premises manager for reference for those who want to maintain the building.
- The project needs to meet the standards set out in the Workplace Health Safety

and Welfare Regulations 1992

10. Contractors

Contractors may be appointed either through Equans, Equans' procurement-approved list of contractors for academies, or alternatively academies are free to choose independent contractors provided all health and safety requirements are met; minimum 5 million public liability insurance, enhanced DBS as necessary, Hazard Exchange form where appropriate and any other checks necessary depending on works involved; i.e Hot Works permits, Method statements/Risk Assessments etc (this list is not exhaustive).

Where Academies are awarded Capital Improvement Grants, the Trust will be actively involved in the planning and implementation of the works. This will include ensuring that all relevant health and safety information is appropriately shared to establish safe systems of work, suitable risk assessments, and value for money (VfM) prior to the commencement of any works.

Liaison meetings must take place throughout the duration of the works. The frequency of these meetings, along with the designated person responsible for monitoring contractors' working methods, will be determined during the induction process and will reflect the nature, scope, and risk level of the project.

See Section 9 Construction/Maintenance of Premises for further information.

11. Curriculum Safety and Risk Assessments

Risk Assessments are in place for teaching staff that use specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. It is the responsibility of teaching staff to complete or review existing suitable (written) risk assessments prior to commencing hazardous activities. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the Academy which staff must be familiar with e.g. "Safety in PE", COSHH, CLEAPSS.
Guillotines are to be kept out of reach of children. A risk assessment must be completed for any activity requiring a child to use a guillotine.

Personal Protective Equipment - Children are instructed by the teacher on how to wear PPE (clothing or equipment that preserves the health and safety of the wearer.) The equipment is suitable for its intended use and is properly maintained. Staff responsible for the use of such equipment receive training to ensure they know how to properly use, maintain, store and detect and report faults. Manuals are available and warning signs are clearly displayed in areas and on equipment where PPE is mandatory. Prior to use, the teacher inspects the PPE and a general Inspection of

PPE forms part of the annual Health and Safety Audit.
Risk Assessments are working documents and we encourage all staff to create and read RA's associated to their role within the Academy and to add comments as necessary. Individuals with responsibility for undertaking risk assessments will receive appropriate training. These comments will be assessed and incorporated into the RA when reviewed. It is the responsibility of individuals to approach their line manager when they feel there is a need to undertake special risk assessments e.g.; pregnancy, health issues and vulnerable groups. Support staff line managers will need to liaise with the business manager and teaching support staff, with the headteacher. It is currently the responsibility of the headteacher and/or the business manager to complete periodic RA reviews. The risk assessments will identify any potential risks and associated solutions and control measures for all areas in the Academy. They will consider the needs of staff, pupils, visitors and contactors. Staff are kept up to date by staff meetings and staff email or staff notice boards. The Governing Board will be informed of risk assessments allowing issues to be prioritised and actions to be authorised.

Risks of Trips Slips and Falls
In line with the HSE Guidance, control measures are in place to effectively control the risks of slips trips and falls by but not limited to:

- Environmental – (Floor, Steps, Slopes)
- Contamination (water, food, litter, obstacles)
- Organisational (tasks, safety, culture)
- Footwear (may not be in line with uniform policy or inappropriate for purpose)
- Individual factors (rain, supervision, pedestrian behaviour)

Risk assessments should identify who might be harmed and how, are existing precautions sufficient, record the findings and revise if necessary.

12. Drugs & Medications

See 'Supporting pupils with Medical Conditions Policy Medicines in the Academy' policy available in the staff handbook and on the Academy website.
The Academy will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medicines. Staff will receive annual training in supporting pupils with medical conditions. The Academy's administering Medicine Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication e.g. Calpol etc.

13. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of

an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely. Under the Human Medicines (Amendment) Regulations 2017, the school is able to purchase AA1 devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law i.e. the product displays the name of the food and a full, up to date ingredients list with allergens emphasised. Eg. In bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

14. Electrical Equipment [fixed & portable]

It is the responsibility of the head teacher and caretaker to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. The school health and safety consultant should be consulted as necessary.

Staff members are asked not to bring in their own appliances. Damaged, faulty or broken appliances are never used.

It is the responsibility of all staff to visually inspect equipment prior to using for suitability of use. Portable Appliance Testing (PAT) will be arranged by the health and safety co-ordinator annually. Records of these tests are kept in the Health and Safety Manual in the headteacher's office. Any ICT defects must be reported in the ICT file located in the staffroom. The ICT technician will access this file and repair equipment. Equipment that is not repairable must be reported to the headteacher or finance management officer. Defects of all other equipment and furniture must be reported in the defects book located in the main Academy office. The site supervisor / caretaker will check this book on a daily basis. No personal electrical items must be brought into Academy without prior arrangement with the premises manager.

15. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdown]

The headteacher and site manager / caretaker are responsible for undertaking and reviewing fire risk assessment. Fire drills will take place at least once a term and all

rooms will contain a Fire Evacuation Route. These must take place at different times of the day. The only members of staff to be aware of the drill taking place are the headteacher, site supervisor / caretaker and office manager. All staff will escort children through the nearest, safest fire exit to the assembly point located on the main Academy playground which is clearly signed. Each teacher will ensure their class is lined up and that everyone is present. No one is to re-enter the building until the headteacher, SLT or site supervisor / caretaker has given the all clear. Maintenance of fire exits and extinguishers is the responsibility of the site supervisor / caretaker who will visually check on a weekly basis. The fire alarm system is checked every six months and firefighting equipment annually by an approved contractor supplied by Equans.

All Records of Test Evacuation Procedures and Maintenance of Equipment will be kept in the Academy office.

It is the responsibility of the Site Supervisor to ensure that all emergency lighting is appropriately maintained and checked at the time of each fire drill. The site supervisor / caretaker will test the fire alarm weekly and maintain records of this process. The headteacher will ensure that relevant staff have adequate training. See also the Academy lockdown policy / procedures. It is the duty of the headteacher in each Academy that all staff understand the fire evacuation plan. This should form part of the Induction for new Staff. The evacuation of visitors is the responsibility of the member of staff receiving the visitor.

Where necessary all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils/visitors who have specific evacuation needs.

In the event of an emergency, please refer to the Business Continuity Plan and Lockdown, Invacuation and Bomb threat and Evacuation Procedures.

Fire Risk Assessment

This can be located in the risk assessment file kept in the main Academy office. A copy can be obtained through the office services manager. This will be reviewed on an annual basis or when necessary

16. **Bomb Threat,** Critical Incident Procedures Please see Business Continuity Plan, Lockdown for each Academy

All staff must be aware of the procedures in the event of a bomb threat or in the event of a Lockdown. Upon receipt of a bomb threat or suspicious package, staff members will ask the following type of questions:

- Where is it?
- In which building on what floor?
- What time will it go off?
- What does it look like and what colour is it?
- What type of explosive is it?
- Who are you

- Why are you doing this
- Do you have a code word?
- Where possible caller ID or 1471 service used to identify the location
- Staff should note the time of the call and what was said as it may be useful to police
- The staff member receiving the call will contact the headteacher immediately who will then alert the police and the LA
- The Emergency Evacuation procedures will be followed. Please see individual Academy Plan

The evacuation procedures will be followed whether staff members believe the threat to be a hoax or not. However, unlike a fire, all doors and windows left open excluding the area where the suspicious package is positioned.

Once the police have arrived staff will await further instruction from the emergency services

17. First Aid

This section ensures that there is emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors in line with suitable and sufficient risk assessments.

First Aiders
Within each Academy there is a list of names, departments, locations, extension numbers and expiry dates of trained first aiders.

There are staff who are specifically trained in Paediatric First Aid and Emergency First Aid:
Paediatric First Aid Trained:
R. Rawlinson, K. Watson, J. Knight, M. Martin, E. Croxon, H. Maqsood, L. Myatt, E. Rohrmann, N. Pepper
First Aiders (Emergency First Aid In the Academy/Academy setting):
C. Hulme, J. Dixon, V. Webb, A. Lambert, N. Pepper

First Aid Equipment
The locations of first aid boxes are detailed including the names of the staff members who are responsible for them. A First Aid Audit is carried out on a half termly basis by the classroom appointed first aid person (s) to ensure first aid boxes are adequately stocked. There is also a First aid kit located in the staffroom and the first aid point is outside the staffroom.
A minimum provision of first aid items within each first aid box is as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 Safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile

unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

Where the school has an Automated External Defibrillator (AED) this is stored in the staff room.

A general awareness briefing session to promote the use of AED's will be provided to staff on an annual basis, usually at the first INSET session of the Academic Year.

It is the responsibility of teaching staff to ensure that all pupils are aware of the first aid point in the Academy.

There is a termly audit of accidents which will reported to the Health and Safety Governor at each Academy.

First Aid Emergency Procedures
If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Deal with any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved.

They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Ensure that the incident will be reported promptly to both the headteacher and child's parents or guardian and where appropriate adopt the RIDDOR Procedures. Parents will be informed in writing by the headteacher of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

First Aid and Trips

Before undertaking an offsite visits or events, the teacher organising the tip or event will assess the level of first aid provision by a suitable risk assessment. First Aid trained staff must ensure that they check the contents of the first aid kits, against the list displayed in the staffroom, prior to going on any trip. Any items used on the trip must be replaced on the return to the Academy.

The office services manager or other member of the office team in her absence is responsible for the telephoning of an ambulance and making clear arrangements for liaison with ambulance services whilst on the school site.

A designated first aider will accompany children to hospital in the absence of a parent or guardian.

First Aid Training

It is the responsibility of staff to ensure that the headteacher / business manager is aware that retraining for their first aid is required. This is currently within a 3-year time scale. The business manager keeps a record of first aid training and there is a copy of training records also kept in the health and safety file located in the headteacher's office.

Illness

Where a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for the pupil to rest while they wait to be collected by their parents. Pupils will be monitored during this time.

Storage of Medication

Please see the Academy Procedures for temporary Administration of Medicine in the Medical Conditions Policy

First Aid Procedures during a Pandemic

In the event of a pandemic Academies to follow Health Protection advice.

18. Glass & Glazing

Glass in all doors in the Academy is safety glass. There are no areas in the Academy unsuitable for children due to glass being of low standard.

19. Hazards – (Practice or condition with the Potential to Cause Harm)

Staff, visitors, contractors and pupils have a legal duty to report any condition or practice that they consider to "have the potential to cause harm". Pupils should advise their teacher or the office. Teachers should advise the Office, Business Manager, or Premises Manager
Reporting of any hazards should be made to the Site Manager, Headteacher, Health and Safety Representative or Business Manager.

Serious hazards will be reported using the appropriate form available in the Academy office.

20. Hazardous Substances (COSHH)

Cleaning is now undertaken by Academy staff, using the same supplier and materials that were used when the service was provided by SCC/Entrust. The kitchen is maintained and run by Staffordshire County Catering/Entrust/Chartwells who are responsible for their own COSHH. The headteacher, caretaker / site supervisor and business manager are all aware of where these files are kept and monitor that they are kept up to date with the relevant Material Safety Data Sheet (MSDS).
No substance should be brought into Academy without authorisation from the headteacher. Once authorisation has been obtained the member of staff should inform the site supervisor / caretaker. They will keep the substance until they have obtained a MSDS and completed the COSHH register, highlighting any First Aid measures. Members of staff will then be advised of the relevant information for use of the substance and any PPE that applies, together with instructions for safe storage. The Site Supervisor is responsible for the inventory and auditing of such substances and should undertake routine surveillance to ensure they remain safe to store and they should supervise arrange for the safe disposal of hazardous substances.

All products that are deemed hazardous to health are risk assessed before use and any control measures/guidelines are implemented to manage the risks identified.
Hazardous substances will be labelled with the correct hazard sign and contents label and should be kept in appropriate containers
Low toxic products such as corrective fluid and aerosol paints are stored securely and only used under supervision and in ventilated areas
Dust and fumes will be safely controlled by local exhaust ventilation equipment
No staff member or pupil should ever be put at risk through exposure to hazardous substances used in the practical curriculum. Where necessary a member of the

premises management team will have received COSHH Risk Assessment Training.

21. Health and Safety Advice

Ellison Primary Academy does have a SLA with Worknest health and safety team.
Katie-Ellen May
Email: katieellenmay@worknest.com
Direct dial: 01244 667211
Telephone helpdesk: 0345 226 8393
www.primarycleapps.org.uk (Recognised by Ofsted and HSE)

22. Housekeeping, cleaning & waste disposal

The Academy has a team of cleaners, led by the Academy caretaker, to ensure that the premises are kept clean.
It is the responsibility of every member of staff to ensure that the accumulation of rubbish throughout the day is done in a safe manner. Waste collection services will be monitored by the site manager. Special consideration is given to the disposal of clinical waste. The hall floor is spot mopped after the lunchtime service has ended by lunchtime supervisors. This is kept to a minimum and signage must be placed at the entrances to the hall to alert all staff and pupils that may enter until dry. This will help to minimise the risk of slipping on the floor. All staff and pupils should avoid, if possible, the hall area at this time.

The site supervisor / caretaker should be called in the event of finding broken glass or sharp objects. They will dispose of the items in a safe and controlled manner. It is important that all children are kept away from the area by staff in charge at the time.

There is a gritting policy in place and can be found in the Academy policy file located in the main office. Notices are on playground entrances for parents and it is important that these pathways are adhered to in bad weather conditions. Parents are sent a copy of the Academy's gritting policy annually in the Autumn term. It is the responsibility of the site supervisor / caretaker to ensure that the gritting policy is adhered to and that these pathways are kept clear at all times during bad weather. During snow, the site supervisor / caretaker will do their utmost best to clear all paths on the gritting policy and to maintain these paths during these conditions. The main entrance into the Academy (Academy office) must be kept clear during Academy hours.

It is important that key pad numbers for external doors / main gates where applicable are not disclosed to anybody that is not employed by the Academy. These keypads are to safeguard everyone in the Academy. Doors must not be kept/held open when not in use, they do release automatically when the fire alarm sounds.

The main external waste bins are located on the Academy car park, near to the entrance. The Academy does operate recycling of waste. Food, plastic and can waste is located by the external kitchen entrance. Cardboard waste is located next

to the main external waste bins. We ask that all boxes are flattened before putting into the bin. Under no circumstances must any person climb into any bin located on the premises to compress the rubbish within or to retrieve anything. Any person seen attempting to climb into a bin will be subject to disciplinary procedures.

In the event of a Pandemic please refer to

- the following section, Infection Control
- the Infection Control Policy
- Reset and Recovering Coronavirus Policy - Section “Staff carrying our cleaning activities”

23. Infection Control

The Academy actively prevents the spread of infection by maintaining high standards of personal hygiene and practice. The Academy makes reference to the List of Infectious Diseases, and implements measures to prevent the spread of infection through risk assessments. The Academy keeps up to date with national and local immunisation scheduling and works with the Academy’s Nursing Team. All pupils’ immunisation status is checked on entry and at the time of any vaccination. Parents are encouraged to have their children immunised. The use of wall mounted sanitisers is encouraged and PPE is provided where necessary. Posters are displayed throughout the Academy encouraging all pupils and staff to wash their hands after using the toilet, before eating and touching food and to be mindful of sneezing and coughing.
Following spillage of bodily fluids, paper towels are used instead of mops and they are disposed of appropriately following the procedures for clinical waste, hygienically bagging any pupils ‘soiled clothing to go home and never rinsing it by hand.
Storing all clinical waste in clinical waste bags in a secure dedicated storage area.
The Trust complies with the Guidance on Infection Control in Schools and other childcare settings issued by the Public Health Agency. Staff and pupils displaying signs of infection – rashes, vomiting, and diarrhoea will be sent home with the recommendation to see a Doctor.
All staff are subject to a full occupational health check before starting employment at the Academy.
Please see the Infection Control Policy.

24. In House Catering Facilities

All employees working in the kitchen are aware of the need for the use of good hygiene principles and have the relevant food hygiene qualifications/attended appropriate training. In line with infection control, any gastrointestinal illnesses must be reported. Staff should follow the hygiene standards in relation to the storage of food at suitable temperatures and safety notices and risk assessments completed in the use of kitchen equipment. The kitchen equipment should be suitably maintained and appropriate clothing should be worn by employees who work and have access to the kitchen. In respect of any pandemic the catering operations should follow the related guidelines and specific risk assessments. Eg. Covid-19

25. Jewellery

We discourage all children from wearing jewellery at all times. This is also stated in the Academy prospectus and on the Academy website. Where earrings are not able to be removed then plasters (providing that a check is made as to the child is allergic to plasters) are put on the ears to cover the earring during the PE Lesson.

26. Lettings/shared use of premises

A lettings agreement must be signed by the company / persons letting the premises before use is allowed to commence. Any Academy equipment that the company / persons wish to use must be agreed within this contract and the Academy accepts no responsibility for accidents whilst using equipment, it is the responsibility of the company letting the premises. Any damage to Academy property and/or equipment must be paid for by the company letting the premises. The business manager /office services manager will ensure that the company letting the premises is aware of standard operating procedures and fire and emergency procedures whilst they are using the premises. The janitor /caretaker is responsible for ensuring that the Academy is left secure and that everyone has left the building at the end of each letting period. First aid provision and staffing requirements for the letting are the responsibility of the company letting the premises. It is also the responsibility of the company letting the premises to ensure that all paths that are to be used by their customers are kept gritted and clear in adverse weather conditions i.e.: ice and snow. The Academy will accept no responsibility for accidents that may happen during the letting period.

Health and Safety for Academy fairs and fund raising events organised by the Academy's PTFA is the responsibility of the Academy's PTFA. Staffing and first aid provision must be agreed at least a week prior to the event. General risk assessments for these events can be found in the risk assessment file located in the main Academy office. A copy can be obtained from the office services manager on request. A risk assessment must also be completed and checked by the headteacher/business manager along with a member of the PTFA before the event goes ahead. Emergency lighting is checked on a weekly basis and is the responsibility of the site supervisor / caretaker. An external inspection takes place on an annual basis and reports can be found in the health and safety file in the headteacher's office.

27. Lone Working

Please refer to the working alone risk assessment. This can be located in the risk assessment file in the main office. We do not encourage lone working in the Academy. There is a holiday club that runs in the Academy over every Academy holiday and there have been arrangements made with the staff of this club for Academy staff to make themselves known and to let them know when entering and leaving the building. Risk assessments for individual employees can be completed upon request by their line manager.

28. Maintenance / Inspection of Equipment (including selection of equipment)

All academies adhere to the Trust Compliance Tracker, which details the required schedule for maintenance and inspection activities. This includes tasks to be completed by site staff as well as those undertaken by external contractors, in accordance with statutory requirements and relevant guidance and recommendations.

When not in use Equipment should be properly stored, kept clean and in good repair, equipment that has been stored for a length of time (over the holidays should be inspected prior to use).

29. Manual Handling & Lifting

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to the repetition of the action, the force and/or posture involved in the completion of the task and an individual's ability or inability to hold/grasp a particular item in a safe and balanced manner. Please refer to the manual handling risk assessment that can be located in the file in the main Academy office. After reading the RA if any member of staff feels they require manual handling training, in the first instance they should approach their line manager and an assessment into the requirement will be completed. For guidance on the safe handling of loads and people please refer to the Manual Handling Risk Assessment located in the risk assessment file in the main office. Manual Handling training can be arranged through the performance management process for staff that are continuously manage heavy loads. This policy on Health and safety is a working document and all staff suggestions for improvement will be assessed, please approach the site supervisor / caretaker in the first instance and then the headteacher / business manager.

30. Minibuses - please refer to the Minibus Policy

- Where applicable the site supervisor is responsible for arranging the annual maintenance of the Academy minibus including MOT; s and road Tax. They should liaise with the Business Manager to clarify the insurance arrangements
- The driver will have a current license, be aged over 25 years or over and hold a full licence in Group D or passenger carrying vehicles or have taken a Minibus Test
- Drivers will provide a copy of their driving licence
- The minibus will carry strictly one person per set and seat belts will be worn at all times
- Fines accrued will be paid by the driver at the time any offence was committed.
- Starting and closing mileage, along with any potential risks or defects identified will be reported on return to the Academy

31. Monitoring and Review

It is the responsibility of the headteacher and/or health and safety co-ordinator to carry out an annual H&S checklist of premises plant and equipment and submit this to the H&S team at Worknest prior to the annual audit. The headteacher and facilities manager will perform workplace inspections periodically. This will enable monitoring of H&S and enable observation of the implementation of the H&S policy by all stakeholders in the Academy. It is the responsibility of designated first aiders to monitor pupil accident reports and trends and to report their findings to the headteacher. Key performance indicators will be reported to the Governors' Safeguarding sub-committee on Termly basis to ensure compliance with standards. Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

- *Staff have received Evolve training, any new staff will receive training prior to using Evolve.*

- *Continue to raise staff awareness of completing risk assessments and continue to remind staff safe working practice.*

- *Induction/Staff meetings and memos to remind staff to follow safe working practice. Ensure review procedures are maintained.*

- *Knowledge of core competencies -To continue with processes that are in place.*
- *Monitor and feedback impact of training -Staff to receive training as necessary.*

    - *Staff Wellbeing – Staff awareness on induction that support is available; continue to raise staff awareness of support and advice available for avoiding / dealing with stress issues through meetings, return to work process etc.*

32. Near Misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to

each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

33. Personal Protective Equipment (PPE)

If a risk assessment determines that PPE equipment is necessary to complete a task it is the responsibility of the member of staff to speak with the headteacher / business and facilities manager to arrange for suitable equipment to be purchased. In line with the Personal Protective Equipment at Work Regulations 1992, the Academy will provide employees and pupils who are exposed to a hazard at Academy, which cannot be controlled by other means with PPE. Pupils and Staff will use the PPE given and care for it according to training and instructions. Staff will receive training in order to ensure they know how to properly use maintain and store PPE and how to detect and report faults. Where more than one item of PPE must be worn then the items should be compatible and remain effective. Teachers must advise the Site Manager of any defects so they can be repaired. Where PPEis not able to be repaired they should be disposed of in line with manufacturers instructions. The PPE must fit the wearer, but must not be worn if wearing it creates a greater hazard. PPE relates to laboratory/workshop equipment, clothing, safety masks, goggles, face masks, PE equipment, ICT Equipment, photocopiers.

The Business Manager will keep a record of all expenses related to PPE for HR and Finance Purposes. (The Business Manager should also be aware of the tax implications of providing specific clothing for Academy employees)

Please see The Infection Control Policy and the Reset and Recovery Coronavirus (COVID-19) Policy for more details on the use of PPE during a pandemic

34. Poster on Health and Safety Law

The headteacher / business manager is responsible for the siting of this poster and keeping it up to date. They can be located in the staffroom, KS1 corridor, annexe and basement.

35. Reporting Defects

It is the responsibility of all members of staff to report hazards. A defect book can be located in the main Academy office. All hazards should be reported in this book. The headteacher and Academy Business Manager will check the book every other week and date and initial the book.

The site supervisor / caretaker must ensure that they check this book on a daily basis, initials, date and time of checking to be written in the book. They will rectify the hazard or put interim remedial measures in place as soon as possible to ensure the safety of all in the Academy. The headteacher / business manager will check the book every other week and date and initial the book.

36. Academy Closure/Severe Weather

(Please see the Academy closure and Gritting Policy)
The headteacher in liaison with the CEO and Governing Board makes a decision on Academy closure on the grounds of health and safety.

37. Security and Theft

All members of staff are expected to take reasonable measures to ensure the security of the Academy premises and equipment. Any missing or suspected stolen equipment is to be reported immediately to the Business Manager and Headteacher. The CCTV System is used within the Academy to monitor events and identify incidents and may be used as evidence when investigating reports of incidents. In line with the Financial Policy money will be held in safe and banked on a regular basis to ensure that large amounts of cash are not held on site.
Staff and pupils are responsible for their personal belongings and the Academy accepts no responsibility for loss or damage.
The Academy has installed access control systems to ensure the safety of the Academy.
The Academy will ban individuals from the building if they pose a risk to any member of the Academy community

There is a two-way radio in each room – staff will alert their colleagues in the event of an incident.

Contacting Emergency Services – staff will contact the emergency services in the event of an incident. Where an ambulance is called for a pupil, the office staff will contact the child's parents

38. Smoking and Vaping

No smoking or vaping is permitted anywhere on the Academy premises internal or external. It is the responsibility of all staff to ensure that if they see someone smoking/vaping:

- ask them to stop smoking/vaping or to leave the premises;
- point out that they are committing a criminal offence by smoking or vaping in smoke free premises or vehicle and could be subject to criminal proceedings;
- remind the person that under the law you have responsibilities to prevent smoking and that you both could receive a fine; and / or
- advise an employee who breaks the law that disciplinary action may be taken;
- See also the Academy's Smoke/Vaping Free Academy Policy.

39. Staff Consultation and Communication

It is important that all staff know that H&S is the responsibility of everyone. Staff can raise issues of concern and make suggestions for H & S improvements at any time by approaching any member of the SLT. The member of the team will ensure that

the issues are raised within the next SLT meeting or as soon as possible if urgent. General risk assessments and policy file can be found in the main Academy office. Any member of staff is able to access these files and take copies of any RA or policy they wish to but please consider others and replace the original in the correct place. H&S will be communicated to staff within induction, staff meetings, through memos, briefing papers, e-mails and personally where applicable. Information about H&S can be found on the H&S noticeboard located in the staffroom. (By the whiteboard)

40. Stress and staff Well-being

The Academy actively supports staff well-being. Workplace stress risk assessments are completed bi-annually to identify a predominance and recurrence of the following symptoms: Sleep problems, dietary problems, feeling lethargic, lack of focus, fatigue, emotional problems, elevated heart rate, inability to concentrate, increased perspiration, chest pains, which may indicate stress or other serious conditions. The staff member would be advised to consult their GP as soon as possible.
The Academy actively seeks the advice of the occupational health unit for employees that suffer with stress and a referral will be made at the earliest opportunity for these employees. Staff have access to a free counselling service and other resources as displayed in the staff room.

The Inclusion and Wellbeing Steering Group is responsible for reviewing pupil, parental and staff wellbeing across the Trust. There is also a Wellbeing Working Party. Wellbeing Audits are conducted periodically and results evaluated which can result in a variety of training and interventions. The schools within the Trust in consultation with the Wellbeing Working Group have worked collaboratively to provide a variety of resources to aid staff wellbeing and signpost to third parties for professional assistance. Please refer to the Staff Wellbeing Policy

The site supervisor is responsible for ensuring that the Academy's temperature is safe for staff and pupils to work in. The Academy will adhere to the provisions as outlined in the Education (School premises) Regulations 1999 – where there is a high level of activity (PE Sports Halls) the recommended temperature is, 15C, where there is a normal level of activity, teaching, private study, examinations 18C and where there is low level 21C. The recommended temperature for nursery rooms is also 21C

41. Training and Development

New staff are briefed about the H&S arrangements by their team leader upon commencement of employment. The Academy has an induction policy that is adhered to and completed by the employee and their team leader.
This establishes minimum health & safety competencies and certain roles identified
At least two staff members will be trained in the handling of hazardous chemicals and materials.
There is an appropriate number of first aid trained staff members working within each classroom and area of the academies
Staff will be provided with regular training opportunities and have access to support where needed

Above designated staff will be expected to undertake appropriate CPD opportunities to ensure the Academy complies with Health and Safety Legislation.
Staff will be trained on ow to assess risks specific to their role – this could include managing asbestos, having responsibility for the storage and accountability for potentially hazardous materials.
Staff will have training relevant to their role in undertaking risk assessments.

42. Use of VDU's / Display Screens / DSE

Staff that significantly use DSE will receive training bi annually on how to adjust their workstations to avoid potential health problems. Additional equipment such as foot rests is provided to enable users to work safely when using laptops/tablets for continuous periods of time Defects of workstations must be reported in the ICT defects book, as soon as possible, located in the staffroom. This book is monitored fortnightly by the Academy ICT technician. Health concerns can be reported to the line manager who will complete a risk assessment with the member of staff. All staff have been issued with the DSE Safe User Booklet within their staff handbook, document number 1.8.

The Societas Trust recognises that as an Employer, it has to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The Regulations apply to employees who use Display Screen Equipment daily for **an hour or more at a time** and states that as an employer the Trust must fund eye examinations for all screen users, this includes PC's laptops, tablets and smartphones. If it is found that glasses are required, the Trust will contribute to the cost an of eye test and/or purchase of glasses where the prescription states clearly it is for a special pair of spectacles for display screen equipment (DSE) work.

This will be regularly assessed within the risk assessments carried out as part of the Health and Safety Audit.

A copy of the prescription must be provided to the academy by the employee. The employer will only reimburse the cost of basic pair of corrective frames and lenses required solely for DSE use in the fulfilment of their role, which will be based on current market standards.

Please refer to the HSE Working with Display Screen Equipment Leaflet for further information. (Regulation 5) https://www.hse.gov.uk/pubns/indg36.htm

A form can be obtained from the business manager for completion by staff that have been designated a "user" under the DSE Regulations 1992.

43. Vehicles on Site

Movement of vehicles on site is restricted to when there are no children on the playground. This is only when absolutely necessary. The staff car park has been

segregated by red barriers from the pedestrian walkway. Under no circumstances must the big main playground gates be opened at any time that the children are out on the playground. All deliveries to the Academy must be made through the main Academy entrance. All staff are asked to avoid parking in between the yellow lines on the car park to enable access to the Academy for deliveries.

44. Water Hygiene

The site supervisor / caretaker has all necessary arrangements in place to ensure that water samples and checks are carried out as and when required by the Water Hygiene Manual. They are also responsible for keeping the manual up to date. The manual can be located on the bottom shelf of the bookcase in the business managers office.

45. Work Experience and Volunteers

The Deputy Headteacher and Assistant Head teachers are responsible for assessing potential work experience placements. They will also arrange for their induction and supervision whilst in the Academy. Work experience candidates must also read the work experience risk assessment before beginning their time in the Academy. This can be located in the main Academy office in the risk assessment file.

46. Working at Height

Before commencing any work at height staff must read the working at height risk assessment. This can be located in the main office in the risk assessment file. Staff are advised to speak with the caretaker for advice. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights. Any staff that are found using chairs, tables or any other forms of furniture to climb and work may be subject to disciplinary procedures. Under no circumstances must any pupil use steps and ladders.

This Policy should be read in conjunction with the following Trust / Academy policies, this list is not exhaustive:

- **Administration of Medicines Policy**
- **Asbestos Management Policy**
- **Asthma, Allergens and Anaphylaxis Policy**
- **Educational Visits Policy**
- **Fire Safety Policy and Fire Emergency Procedure Policy**
- **First Aid and Medical Treatment Policy**
- **Restrictive Intervention Policy**
- **GDPR Data Protection Policy**
- **Guidance for the Management of Outdoor Learning Policy**
- **Gritting Policy**
- **Infection Control Policy**

- **Intimate Care Policy**
- **Keeping Children Safe in Education Policy**
- **Business Continuity Plans**
- **Emergency Plan Lockdown Procedure (incl Bomb Threat, PEEPs)**
- **Lone Working Policy**
- **Medical Conditions Policy – Supporting Children with Medical Needs**
- **Minibus and Driving for Work Policy**
- **Preventing Extremism and Radicalisation Policy**
- **Risk Assessments (incl Premises, Contractors, Lone Working, COSHH etc)**
- **Safeguarding and Child Protection Policy**
- **School Food Policy**
- **Smoke Free Academy Policy**
- **SRE Policy**
- **SEN Policy**
- **Social Media Policy**
- **Staff Code of Conduct**
- **Staff Wellbeing Policy**
- **Volunteer Policy**
- **Whistleblowing Policy**